

UID / RFID WORKING GROUP MEETING MINUTES

19 FEBRUARY 2004

1. General: The UID / RFID Working Group Meeting was conducted on 19 February 2004 from 1400-1500 in the Logistics Operations Center (LOC). The agenda for the meeting is included as enclosure (1). The attendees list is provided as enclosure (2).

2. Purpose: The purpose of this meeting was to establish ground rules, to provide a status update to the group regarding the Maintenance Directorate's Phased Pilot Projects, to reach consensus on the previously staffed charter for the Working Group, and to gain approval for the establishment of an Overarching Steering Committee (OSC), comprised of Colonel's and GS-15's from HQMC, LOGCOM and SYSCOM. It is this OSC that the UID / RFID Working Group will report to.

3. Points of Interest/Issues/Discussion: The discussions at this Working Group meeting are provided below:

- The ground rules for the Working Group meetings were agreed upon. They are:
 - Every effort will be made to keep the meetings to one hour or less.
 - Everyone will be heard.
 - If a member has critical comments to make, he/she will do so in a tactful, constructive manner.
 - All communications, requests, taskings, etc., both inbound and outbound, will flow through the Working Group Co-Chairs (PP&O), who will then assign them to the appropriate Departments/Divisions for action. This will assist in eliminating confusion and will ensure all are kept informed.
 - Any Working Group member that attends a meeting, conference, workshop, symposium, etc. on UID, RFID, or a related topic that might be of interest to the group as a whole, will submit a comprehensive trip report to the Co-Chairs for dissemination to all Working Group members. This will provide an opportunity for TAD requirements to be shared among all members. Additionally, recommendations will be made by the Working Group as to who should attend such meetings. These recommendations will be provided to the appropriate managers for consideration.
- A brief status update on the Maintenance Directorate's Phased Pilot Projects was provided. Phase 1, which is fully funded, will address the OUSD requirement for the Services to identify the timeline, cost and impact of the UID mandate within the depots. This phase will be completed by 31 May 2004. Phase 2 is a continuation of the Phase 1 efforts, providing more detailed information, with an estimated completion date of 30 November 2004. Phase 2 is presently unfunded, although the Navy's AIT Office has requested a briefing on these initiatives during their upcoming meeting on 16-17 March and may be considering funding. (The documentation for Navy AIT Proof of Concept/Proposals is being completed by the Maintenance Directorate and will be provided to Mr. Ricky Morton, HQMC, by 5 March.) Mr. Greg Russell or the Project Manager from Penn State will attend the Navy AIT Meeting to provide the briefing. POC is Mr. Greg Russell, LOGCOM, Maintenance Directorate.

- The need to find the Naval Corporate approach for UID and RFID was discussed. Who writes and directs naval policy and how does it cascade down? Mr. Rieck is a member of the Naval Logistics Integration Working Group and identified Commander Steve McDonald (OPNAV Staff) as the AIT Champion working with Mr. Wynne.
- The Working Group members agreed to the establishment of an Overarching Steering Committee (OSC), comprised of Colonel's and GS-15's from HQMC, LOGCOM, and SYSCOM. The Working Group will report to the OSC on a regularly basis, identifying significant issues and recommendations for consideration and resolution. Mr. Rieck will be provided additional information from the Working Group to assist in the formation of the OSC.
- The Working Group Charter was agreed to after a short discussion regarding the possibility of forming a separate group to address RFID issues. The decision was reached to keep the UID/RFID Working Group intact, with the option of identifying additional "ad-hoc" members, as necessary, to address various topics.
- The Working Group members were asked to provide a bulleted list of planned and ongoing UID and/or RFID initiatives and issues by Friday, 27 February 2004. This information will be used to begin the process of documenting a timeline (mandated dates versus expected dates), the resources required to accomplish the mandates (funding, personnel, hardware, software, etc.), and will help to ensure a great deal of effort isn't expended in the wrong direction. This information will also assist in identifying specific areas on which to focus in the near term and the development of a CONOPS.
- According to Mr. Rieck, HQMC is drafting a message to SYSCOM indicating the necessity for PM involvement in UID and RFID.
- As a result of the PME with BrigGen Usher on 18 February 2004, Col Sass is following up with I&L to have a GCSS-MC brief presented to the LOGCOM staff. This is of particular interest to the Working Group since legacy systems and/or new systems must accommodate the UID and RFID requirements. In the interim, there are briefs related to GCSS-MC available on the HQMC, LP website.
- Technical demonstrations of UID part marking capabilities can be scheduled, as requested. POC is Mr. Greg Russell, LOGCOM, Maintenance Directorate.

4. Considerations/Key Points:

- **Significant Issue:** In an effort to reduce the continued burden of UID and/or RFID questions, taskings, etc. on individuals, organizations and departments need to be made aware that all such requests should flow through the Working Group Co-Chairs (PP&O) for further dissemination to the appropriate persons. This will assist in ensuring all are kept informed and will aid in proper routing of requests.
- **Significant Issue:** The establishment of an Overarching Steering Committee is necessary to elevate those issues that cannot be resolved by the Working Group.
- **Significant Issue:** The SYSCOM PM's must be involved! The requirements associated with UID and/or RFID should come to LOGCOM through the acquisition documents and/or the SYSCOM PM's. They should be determining such things as where the mark should be placed on the part (through collaboration with the Equipment Specialists), how the part should be marked, the drawing changes required, and addressing the legacy equipment concerns (i.e., what is cost effective to mark and what isn't). The depots do not have the authority to make these decisions. Also, the type of marking and its durability should also be considered given the process some equipment goes through at the Maintenance Center (i.e., sanding, blasting, painting, etc.).
- **Significant Issue:** Interoperability is a must! Considerations should be given to the Joint environment we operate in when acquiring technology in support of these initiatives. It is

imperative that we consider a Naval Corporate approach to addressing these OSD mandates.

5. Next Steps:

- Mr. Greg Russell would like to visit Blount Island Command to further discuss maintenance issues as they relate to UID and RFID. This visit will be scheduled with Mr. Len Fritz.
- The next Working Group meeting is scheduled for 2 March 2004 at 1400. This meeting will specifically address the upcoming UID Workshop to be held in Fairfax, VA on 9-10 March. Additionally, members will be asked to sign the charter, which will then be forwarded to Mr. Trammell for his signature.
- The draft version of the minutes from this meeting will be forwarded to the Working Group for their review and comment the week of 23 February, along with the membership roster. Once finalized, the minutes will be posted to the UID/RFID Working Group website.

**UNIQUE IDENTIFICATION (UID) /
RADIO FREQUENCY IDENTIFICATION (RFID)
WORKING GROUP**

MEETING AGENDA

19 February 2004

| | | |
|------|----------------------------------------------------------------------------------------------------------------------------|--------------|
| 1400 | Welcome New Members | Co-Chairs |
| 1405 | Update on Maintenance Directorate's Pilot Project Results of Kick-off Meeting and Info On Phased Pilot Possibilities | Greg Russell |
| 1420 | Discussion of Draft Charter for Working Group (Reach Consensus) | All |
| 1435 | Discussion of an Overarching IPT (Consisting of HQMC, SYSCOM, LOGCOM) | All |
| 1450 | "Where Should We Start" Discussion | All |
| 1515 | Next Steps | Co-Chairs |
| 1530 | Adjourn | |

Enclosure 1

LOGCOM UID / RFID WORKING GROUP
February 19, 2004

| ORGANIZATION | REPRESENTATIVE | PRI / ALT | DIV / DEPT | EMAIL | PHONE (DSN) | INITIALS |
|--------------------------|--------------------|-----------|-----------------------|------------------------------------------------------------------------------|---------------------|----------|
| PP&O | Pat King | Co-Chair | Current Ops | kingpc@logcom.usmc.mil | 567-7528 | X |
| | Kim Wilbanks | Co-Chair | Future Ops | wilbanksks@logcom.usmc.mil | 567-7189 | X |
| | Debbie Mixon | Alt | Future Ops | mixondeg@logcom.usmc.mil | 567-7267 | X |
| Blount Island Command | Len Fritz | Pri | Business Mgr | fritzl@bic.usmc.mil | 904-696-5065 (comm) | CC |
| C4 | Brenda Williams | Pri | Info Support Div | williamsbj@logcom.usmc.mil | 567-9031 | X |
| | Lenora Wingate | Alt | Legacy Apps Dept | wingatelf@logcom.usmc.mil | 567-5594 | |
| Contracts | Kim Tompkins | Pri | Compl & Bus Mgmt Div | tompkinska@logcom.usmc.mil | 567-6770 | X |
| | Larry McNutt | Alt | Compl & Bus Mgmt Div | mcnuttlr@logcom.usmc.mil | 567-6730 | X |
| Maintenance Ctr, Albany | Jim Gagnon | Pri | Engineering Dept | gagnonje@logcom.usmc.mil | 567-5359 | |
| | Bill Baker | Alt | Engineering Dept | bakerwg@logcom.usmc.mil | 567-6952 | |
| Maintenance Ctr, Barstow | Louis Alvarez | Pri | Engineering Dept | alvarezl@barstow.usmc.mil | 282-7647 | CC |
| Maintenance Directorate | Greg Russell | Pri | Engineering Dept | russellgj@logcom.usmc.mil | 567-8072 | X |
| | Mischa Sharpe | Alt | Engineering Dept | sharpemc@logcom.usmc.mil | 567-6815 | |
| P & R | Mike Murphy | Pri | | murphyjm@logcom.usmc.mil | 567-6029 | |
| Radiological Control | Larry Davis | Pri | | davisls@logcom.usmc.mil | 567-5511 | |
| S & A | Katrina Gaffney | Pri | Enterprise Int Div | gaffneykg@logcom.usmc.mil | 567-7378 | X |
| | Maj Troy Landry | Alt | Enterprise Int Div | landrytd@logcom.usmc.mil | 567-7301 | |
| SCMC | CWO Chris Peterson | Pri | 55A | peteroncl@logcom.usmc.mil | 567-6851 | |
| | Tracy Watson | Alt | SCID | watsonte@logcom.usmc.mil | 567-6465 | X |
| DLA, HQ | Debbie Whitley | Pri | J4 - USMC Team | deborah.whitley@dla.mil | 427-0394 | |
| | Lisa Brown | Alt | J4 - USMC Team | lisa.brown@dla.mil | 427-1424 | CC |
| DLA, DDAG (Ad-hoc) | Maj Mark Campaigne | Pri | | mark.campaigne@dla.mil | 567-6393 | |
| | Patricia Anderson | Alt | | patricia.a.anderson@dla.mil | 567-5848 | |
| SYSCOM (Ad-hoc) | Mike Barry | Pri | Acquisition Logistics | barrym@mcsc.usmc.mil | 567-5035 | |

Note: CC in the INITIALS column indicates representative participated via Conference Call.

Enclosure 2